

DO NOT WRITE ON THIS BOOKLET

# The American Board of Pathology

## COMPUTER EXAMINATION INSTRUCTIONS

Revised 5/17

DO NOT WRITE ON THIS BOOKLET.

Please review all instructions contained in this booklet. You have 15 minutes to read the instructions, accept the honor code (again), and complete the practice test. **Do not [Quit]** the practice test until you are told to do so. You **can not restart** the practice test once you have quit.

Please begin the practice test when instructed to do so.

Examinations will begin when everyone has finished the practice test. The **Test ID** will be announced at the beginning of each examination session.

### 1. Starting the Practice Test/Examination.

The computer screen will display this Examinee Registration window below.



	<b>Examinee Registration</b>
User ID:	<input type="button" value="See Blue ID Card"/>
Password:	<input type="button" value="First 4 of Last Name"/>
Test ID:	<input type="button" value="To be Announced"/>
<input type="button" value="Begin Exam"/>	

Type in your **User ID Number** (located on your Blue ID card and desktop ID sheet).

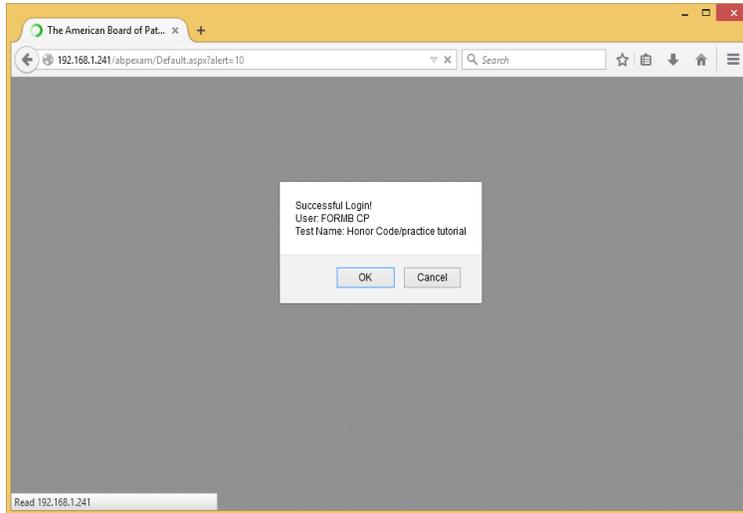
In the **'Password:'** field, type the first four letters of your last name. This field is not case sensitive. **Do not enter** any spaces or hyphens between the characters, (e.g. Van Horne becomes vanh, and O'Brien becomes obri). As you enter your password, it will appear as asterisks (\*\*\*\*). If your last name has less than four characters, then simply type your last name.

In the **'Test ID:'** field **for the practice test only**, type the word "fun". Click on **Begin Exam**.

You will receive a **'Successful Login!'** message that displays your name and the name of the examination. Click the **[OK]** button and wait for the examination to begin. It may take a few seconds for your computer to display the first item.

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If you **have not** correctly entered your information, you will be prompted to enter the login data again. Repeat the login process. If you are having difficulty logging in to the examination, please raise your hand and a proctor will assist you.



**2. Selecting Questions.**



There are **two ways** to select questions in an examination. First, you can use the four question navigation buttons, **[First]**, **[Back]**, **[Forward]**, and **[Last]**. The **[First]** button will present the first question in the examination. The **[Back]** button will present the previous question in the examination. The **[Forward]** button will present the next question in the examination. The **[Last]** button will present the last question in the examination. If a navigation button has a grayed appearance, it is not available for use.

The second way to select questions is to utilize the **Examination Progress Panel** on the left side of the screen. To select a question, click on the question number. For examinations with a large number of questions, the panel has a scroll bar.

Examination question numbers that you have not viewed appear in the **Examination Progress Panel** in bold text. When you select an answer, or move to another question,

the question number in the **Examination Progress Panel** will change to normal text. This helps you differentiate between questions you have viewed and questions you have not yet seen.

### 3. Selecting an Answer.

To select an answer; click on the radio button to the left of the answer; the circle will be filled, your answer will be saved, and a **red check mark** will appear beside the question number in the 'Ans' (answer) column in the **Examination Progress Panel**. After answering a question with a virtual microscopy image, the image will return to the original magnification.

### 4. Changing an Answer.

To change an answer, click the radio button beside your new answer. This will remove the fill from your previous answer and fill your current answer.

### 5. Flagging Questions for Review.

To flag the current question for review, click on the **[Flag]** button (**not** the word 'Flag' over the column in the **Examination Progress Panel**).

The screenshot shows the Examination Progress Panel interface. At the top, there is a toolbar with buttons: First, Back, Forward, Last, Flag, Jump, Calc, and Quit. Below the toolbar is a table with three columns: Q#, Ans, and Flag. The table contains seven rows of data:

Q#	Ans	Flag
1	✓	🚩
2		
3		
4	✓	
5		
6	✓	🚩
7		

To the right of the table, the interface displays 'Question 2' with the text: 'Which of the following is allowed at a computer workstation in the test center?'. Below this text are five radio button options:

- A) cell phone.
- B) chewing gum.
- C) hard candy.
- D) water.
- E) eyeglasses. <---

A red flag will appear beside the question in the 'Flag' column on the **Examination Progress Panel**. In the example, questions 1 and 6 have been flagged for review. To remove a flag, click the **[Flag]** button again (**not** the word 'Flag' over the column in the **Examination Progress Panel**).

### 6. Jumping to Flagged Questions.

To review questions that you have flagged, click on the **[Jump]** button on the toolbar. Continue to click the **[Jump]** button to move successively through the questions you have flagged.

## 7. Enlarging an Image.

Some questions require analyzing an image. Most images can be enlarged to full screen by clicking on the image. Clicking the **[Close Window]** button returns the screen to the normal viewing screen.

**8. Virtual Microscopy.** The following icons can be used to view the virtual microscopy images; using your mouse is a better way to navigate.



**Navigation** – Move the image and change the magnification (2x,5x,20x,40x)



**Full Screen** – Toggle on and off the full screen function



**Tracker** –View thumbnail highlighting the currently viewed regions

The most likely diagnosis is:

- A) squamous cell carcinoma.
- B) malignant melanoma.
- C) metastatic mammary carcinoma.
- D) basal cell carcinoma.
- E) metastatic carcinoid tumor.

Remaining 00:09:32

**MOVING THE SLIDE:** Place the mouse cursor over the image, *hold* the left mouse button down and drag the slide (click, hold and drag) **or** navigate using the red square in Tracker when turned on.

**CHANGING Magnification:** There are two ways to change magnification.

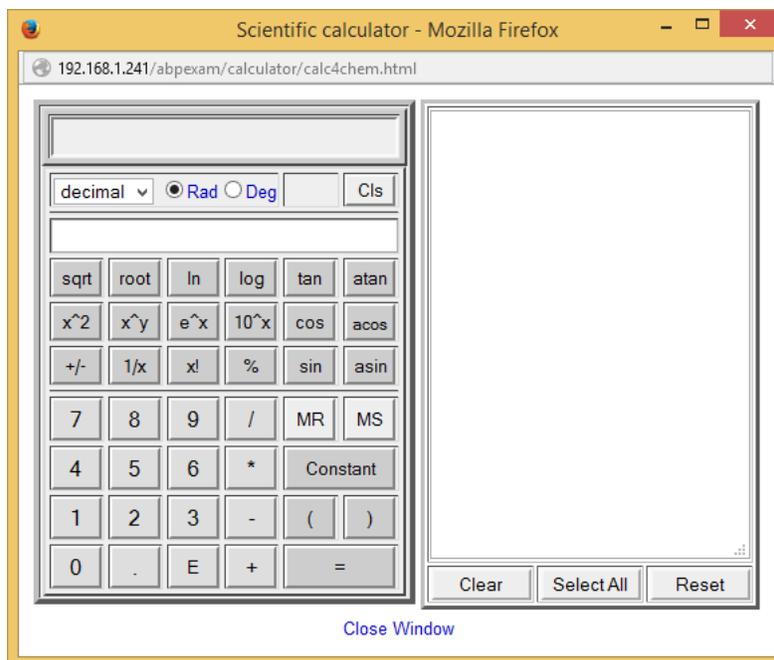
- (1) Select the **NAVIGATION** icon, or better yet
- (2) Use the mouse wheel. Roll the mouse wheel forward and backward to zoom in and out.

**NOTE:** If "white space" appears when you increase the power, you are most likely in space between pieces of tissue. Using the Tracker, move the red square to a position over tissue, or simply zoom out and move the image so that tissue is in the center of the field.

**FULL SCREEN:** To view the image larger, select the **Full Screen** icon. Press 'Esc' to exit Full Screen.

## 9. Calculator.

A calculator is available by clicking the **[Calc]** button.



Close the calculator by clicking **[Close Window]**.

## 10. Scrolling Through Questions that Do Not Fit on the Screen.

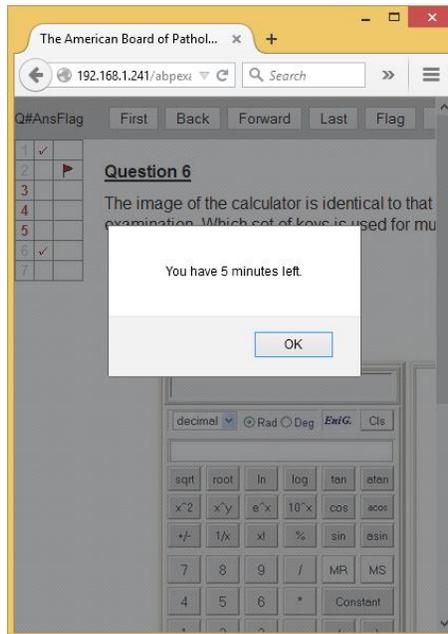
There may be questions that are too long to fit entirely on the screen. Use the scroll bar on the right side of the screen or the mouse wheel to view the remainder of a question.

### 11. Contacting the Proctor for Assistance or Computer Problems.

If you need assistance during the examination, please raise your hand and wait for a proctor to come to you. If you need to go to the rest room, check with the proctor seated at the entrance of the Exam Center. Only one candidate of each gender will be allowed to leave the room at a time.

### 12. Time Remaining Messages.

Periodically, you will be presented with message boxes that announce the amount of examination time that you have left.



You must acknowledge this message by promptly clicking on “**OK**”. The time remaining may appear to stop, however, only the **display** of the time has stopped. Once you click “**OK**”, the time will advance to the correct time remaining.

### 13. Checking the Time Remaining.

The lower right corner of the screen shows the amount of examination time remaining for the current section of the examination.



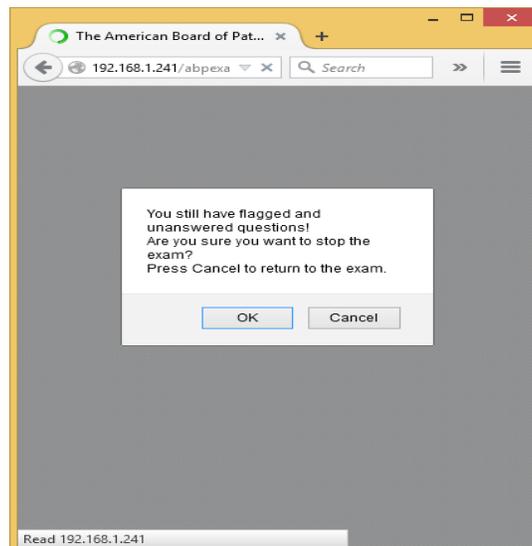
When the examination time expires, the computer will automatically save and end that section of the examination and return to the login screen.

#### 14. Ending the Examination.

To end the examination, click the **[Quit]** button.



If you have any unanswered questions or questions which are still flagged, you will be presented with a message window shown below. Leaving questions flagged for review will **not** affect your answers. If you wish to quit the exam, click the **[OK]** button. If you do NOT wish to quit the exam, click the **[Cancel]** button.



**CAUTION:** You cannot resume the examination once you have quit.

## 15. Computer Monitor Adjustments

**Tilt:** Grasp the monitor at the top and bottom. Gently tilt the monitor for your viewing comfort.

**Raise/Lower:** Grasp the monitor and gently pull up or push down.

**DO NOT** move the monitor around the desk more than a few inches.

**DO NOT** leave fingerprints on the screen.

**DO NOT** make adjustments with the buttons on the monitor.

## 16. Chair Adjustments

**Seat Height** (lever on right side of the seat):

*To lower:* Lift the lever while sitting in the chair

*To raise:* Lift the lever while keeping your weight off the chair

**Back Height:**

*To lower:* Lift the seat back all the way up to release

*To raise:* Slowly lift the seat back

**Back Recline** (lever at the back of the seat):

*To increase recline:* Push the lever while leaning back in the chair

*To decrease recline:* Push the lever while leaning forward in the chair